

STATE AND CONSUMER SERVICES AGENCY
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Mediation Division

LOCATION OF POSITIONS: Oakland

CLASSIFICATION: Fair Employment and Housing Counsel - Mediator
(1-half-time position)

SALARY: \$4674 - \$7828

FINAL FILING DATE: December 12, 2011

DUTIES: Under the general supervision of the Chief Deputy Director, with minimal review and substantial authority, the incumbent will serve as a mediator performing a variety of tasks related to resolving discrimination complaints under the Fair Employment and Housing Act, Unruh Civil Rights Act and Ralph Civil Rights Act. Facilitate formal mediation of pre-accusation and post-accusation complaints of employment, housing and public accommodation discrimination, assisting parties to evaluate strengths and weaknesses of case and negotiate mutually agreeable resolutions. Convene mediation conferences, review and analyze parties' pre-mediation submissions, and prepare written settlement agreements as necessary. Meet Mediation Division timelines for convening, conducting, and completing mediations and reporting outcomes.

Knowledge and Abilities:

Knowledge of legal principles and practice with particular reference to discrimination law, labor relations law, housing and public accommodation law, industrial relations law; legal research methods, court procedures, and rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law administered or enforced by and the purpose, organization, and procedures of the Department of Fair Employment and Housing and the Fair Employment and Housing Commission; and obligations of public officials and administrative boards and agencies.

Ability to analyze legal principles and precedents and to apply them to complex legal and administrative problems; perform and direct legal research; present statements of fact, law, and argument clearly and logically in written and oral form; interpret, analyze, and draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively; recognize the special legal problems of employee/employer relations and protective labor laws; effectively plan and engage in discovery, including depositions and interrogatories, and to compel production or attendance of/at same; independently prepare and present difficult and complex cases before boards, commissions, trial courts, and appellate courts; and organize and direct the work of clerical staff, professional assistants, and lower level attorneys.

DESIRABLE QUALIFICATIONS:

Completion of at least 32 hours of verifiable formal mediation training that includes mediation theory and role-play; mediation of at least 10 employment and/or fair housing or public accommodation cases to conclusion; knowledge of the laws governing mediation, including, but not limited to, confidentiality; ability to effectively interact with people in emotionally charged situations; and ability to analyze issues in dispute, evaluate their importance and susceptibility to compromise and formulate ideas and practical suggestions

for alternative solutions. Ability to work well under time constraints, good case management skills, integrity, initiative, tact, dependability, good judgment, and ability to work independently and cooperatively. Ability to operate a computer and knowledge of Excel and MS Word software programs. Some travel is required to conduct State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance. Spanish bilingual certification desirable.

WHO SHOULD APPLY:

- SROA/Surplus eligible will be considered prior to recruitment methods.
- Transfers or reinstatements may be considered.
- Applicants retired from state service may be considered.
- Consideration may be given to applicants who are on a DFEH employment list or on another department's employment list. Transfer of list eligibility must meet the criteria to transfer the eligibility from the other department's employment list to DFEH's employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Human Resources
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
(916) 585-7123 TTY (916) 226-5285

ISSUE DATE: 11/30/11
RPA #: 009
Position # 326-277-6110-XXX